2.15 PUNJAB
1979-80

2.15.1 Administration: The Punjab State Archives remained under the administrative control of the Secretary to Government, Punjab, Education and Languages Department during the year under report. Additional Director of Archives continued to be the head of the directorate. He was assisted by both technical and non-technical hands.

A proposal for setting up a Records Repository at Chandigarh sanctioned under the Plan Scheme was sent to the Government, but it still remains to be implemented.

2.15.2 Budget: During 1979-80 a sum of Rs.5,14,092.90 was spent against the budget provision of Rs.5,06,000.00 on the non-plan side and a sum of Rs.204.95 was spent against the budget provision of Rs.18,000.00 on the plan side. For 1980-81 a sum of Rs.4,91,000.00 has been allocated on the non-plan side and Rs.50,000.00 on plan side.

Building: At present the State Archives is housed in an old palace in Baradari Garden, Patiala and some of its records are also lying in a part of Patiala Fort. There is, however, a proposal to construct a new building at Chandigarh for which a plot has been allotted.

2.15.4 Research and Reference: 42 research scholars availed themselves of the research facilities and 97 queries were attended to. 18 requisitions were made by the Government agencies. 968 files, 2,069 books, 228 manuscripts/documents and 1 microfilm reel were supplied to research scholars for consultation.

2.15.5 Reference Media: 1,720 files of erstwhile Princely State records were indexed and 3,340 files were chronologically arranged. A descriptive list of 310 documents of Vukla Reports and a summary inventory of 2,425 files of old Secretariat records were prepared. 200 files of Law Department and 30,006 loose sheets of Kapurthala State were also arranged. 808 files of different series of records, 18 volumes of Ludhiana Agency and 32 manuscripts were scrutinized and paginated. A list of material on Maharaja Ranjit Singh available in the Archives was prepared. 802 books and 2 negatives were accessioned.

2.15.6 Preservation of Records: During the period 3,22,359 sheets were flattened, 1,05,399 sheets were repaired with tissue paper, 13 with chiffon and 839 with acetate foil. Besides 2,748 volumes/files were sterilized and 1,632 books/files were bound.

2.15.7 Photo-Duplication: The department does not have its own microfilming unit but photo copies of records/documents are issued on demand with the help of camera printer. 357 negatives and 365 positives were prepared to meet the demands of research scholars.

2.15.8 Library: Some books, periodicals, newspapers and Punjab Government gazettes were added to the library stock. 802 books were accessioned.

2.15.9 Other Activities: With a view to collecting material bearing on the history of the Punjab from the holdings of the National Archives of India, New Delhi 10 proceedings volumes of the Foreign and Political Department, were gone through and a list of relevant documents was prepared. Under the scheme 'National Register of Private Records' prominent persons in Patiala District were visited, their records were surveyed and a list of historical material was prepared. (Besides 13,866 visitors visited the Historical Museum.)